

**MANDATORY SECURITY BACKGROUND CHECKS OF COAST GUARD
FAMILY CHILD CARE PROVIDERS**

R 112109Z JAN 07 ZUI ASN-A00011000064 ZYB FM COMDT COGARD WASHINGTON
DC//CG-11// TO ALCOAST BT UNCLAS //N01754// ALCOAST 020/07 COMDTNOTE
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SUBJ: MANDATORY SECURITY BACKGROUND CHECKS OF COAST GUARD FAMILY CHILD
CARE (FCC) PROVIDERS A. PUBLIC LAW 101-647 (42 U.S.C. 13041) B. CHILD
DEVELOPMENT SERVICES MANUAL, COMDTINST M1754.15,(SERIES) 1. REFERENCE A
ENCOURAGES, BUT DOES NOT REQUIRE, A BACKGROUND INVESTIGATION ON FAMILY
CHILD CARE PROVIDERS. HOWEVER, REFERENCE B REQUIRES A BACKGROUND
INVESTIGATION ON POTENTIAL COAST GUARD FAMILY CHILD CARE PROVIDERS AS
WELL AS ALL OTHER ADULTS, AND EACH CHILD AGE 18 AND OLDER, RESIDING
WITHIN THE APPLICANTS HOUSEHOLD.

2. POTENTIAL FCC PROVIDERS REQUESTING CERTIFICATION TO CARE FOR
CHILDREN IN COAST GUARD CONTROLLED HOUSING MUST HAVE AN OPM CHILD CARE
NATIONAL AGENCY CHECK WITH INQUIRIES (CNACI) VALID WITHIN 5 YEARS. THIS
REQUIREMENT CONSISTS OF A FINGERPRINT CHECK AND A CHECK OF STATE
CRIMINAL HISTORY REPOSITORIES INCLUDING PERSONAL, PROFESSIONAL, CREDIT,
AND EDUCATIONAL REFERENCES.

3. UPON THE RECEIPT OF A REQUEST FOR COAST GUARD CERTIFICATION IN THE
FAMILY CHILD CARE PROGRAM THE COGNIZANT FAMILY RESOURCE SPECIALIST
(FRS)/FAMILY CHILD CARE COORDINATOR (FCCC) WILL IMMEDIATELY BEGIN AN
INTERIM BACKGROUND INVESTIGATION PROCESS. THE FRS/FCCC WILL OBTAIN THE
NAMES OF ALL PERSONS OVER THE AGE OF 18 RESIDING IN THE APPLICANTS
HOUSEHOLD. THE FRS/FCCC ARE TO COLLECT REQUIRED INFORMATION FROM THE
APPLICATION TO PROVIDE FAMILY CHILD CARE AND AUTHORIZATION FOR RELEASE
OF INFORMATION. THE FRS/FCCC WILL INITIATE AN INSTALLATION RECORDS
CHECK ON THE POTENTIAL FCC PROVIDER AND ALL MEMBERS IN THE HOUSEHOLD
INCLUDING BUT NOT LIMITED TO HOUSING, SECURITY, PERSONAL AND
PROFESSIONAL REFERENCES, THE LOCAL CENTRAL REGISTRY, AND ANY OTHER AREA
DETERMINED BY THE INTEGRATED SUPPORT COMMAND (ISC) TO BE INCLUSIVE OF
THE INSTALLATION WHERE THE PROVIDER PHYSICALLY RESIDES. UPON COMPLETION
OF THESE CHECKS THE FRS/FCCC WILL FORWARD TO COMMANDANT (CG-1112) A
REQUEST FOR HEADQUARTERS CENTRAL REGISTRY CHECK, ALONG WITH THE
PROVIDERS FULL NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, AND PLACE
OF BIRTH (CITY AND STATE). COMMANDANT (CG-1112) WILL FORWARD
INFORMATION TO THE COAST GUARD SECURITY CENTER (SECCEN) FOR FURTHER
CHECKS AGAINST THE FEDERAL BUREAU OF INVESTIGATION, AND THE NATIONAL
CRIME INFORMATION CENTER DATABASES. RESULTS WILL BE FORWARDED BY SECCEN
TO COMMANDANT (CG-1112) FOR REVIEW AND FURTHER ACTION AS DESCRIBED
BELOW. A POTENTIAL FAMILY CHILD CARE PROVIDER SHALL NOT BEGIN CARE FOR
YOUNG CHILDREN UNTIL THIS PROCESS IS COMPLETE WITH POSITIVE RESULTS, AS
REPORTED BY COMMANDANT (CG-1112) FOR THE PROVIDER AND ANY FAMILY MEMBER
OVER AGE 18.

4. TO FINALIZE THE BACKGROUND INVESTIGATION PROCESS POTENTIAL FCC
PROVIDERS REQUESTING COAST GUARD CERTIFICATION MUST COMPLETE THE
FOLLOWING CNACI-REQUIRED DOCUMENTS WITHIN FIVE WORKING DAYS OF THEIR
REQUEST TO PROVIDE CARE FOR CHILDREN. THE DOCUMENTS FOLLOWING MUST BE
SUBMITTED TO THE ISC WORK-LIFE STAFF FRS OR FCCC:

A. SF-86, QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (ONE ORIGINAL,
ONE COPY, BOTH WITH ORIGINAL SIGNATURES).

B. SF-87, FINGERPRINT CARDS. THREE COMPLETED FINGERPRINT CARDS ARE
REQUIRED.

C. DHS FORM 11000-9, DHS DISCLOSURE AND AUTHORIZATION PERTAINING TO CONSUMER REPORTS PURSUANT TO THE FAIR CREDIT REPORT ACT, ONE COPY.

D. OF-306, DECLARATION FOR FEDERAL EMPLOYMENT, ONE COPY.

E. FEDERAL RESUME OR OF-612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT, ONE COPY.

5. THE ISC WORK-LIFE FRS/FCCC SHALL REVIEW THE DOCUMENTATION PROVIDED FOR LEGIBILITY AND COMPLETENESS AND FORWARD IT TO COMMANDANT (CG-1112) VIA OVERNIGHT EXPRESS SERVICES FOR FURTHER PROCESSING. DOCUMENTS CONTAINING INCOMPLETE INFORMATION WILL BE RETURNED TO THE APPROPRIATE ISC COMMANDING OFFICER. COMMANDANT (CG-1112) WILL FORWARD PACKAGES WITH PROPERLY COMPLETED DOCUMENTS TO THE SECCEN FOR PROCESSING. RESULTS WILL BE FORWARDED TO COMMANDANT (CG-1112) BY THE SECCEN FOR NOTIFICATION TO THE FIELD.

6. FCC PROVIDERS AWAITING COMPLETION OF THE CNACI MAY BE AUTHORIZED TO BEGIN CARING FOR CHILDREN PROVIDED THEY HAVE A POSITIVE RESULT ON ALL ASPECTS OF THE INTERIM CHECK PROCESS, VALIDATED BY COMMANDANT (CG-1112) AND ALL DOCUMENTATION TO FINALIZE THE CNACI HAS BEEN FORWARDED AND RECEIPT ACKNOWLEDGED BY COMMANDANT (CG-1112).

7. FCC PROVIDERS SHALL NOT START CARING FOR COAST GUARD CHILDREN UNDER ANY CIRCUMSTANCE UNTIL ALL INITIAL BACKGROUND INVESTIGATION REQUIREMENTS ARE MET WITH POSITIVE RESULTS. IF AN AREA IN THE INITIAL REQUIREMENT IS PRESENTED WITH NEGATIVE RESULTS, THE FCC PROVIDERS SHALL NOT BE APPROVED TO PROVIDE CARE UNTIL THE SECCEN FORWARDS A FINAL DECISION ON THE CNACI TO COMMANDANT (CG-1112) AND THE FINDINGS ARE ACCEPTED.

8. FCC PROVIDERS MAY NOT BECOME FULLY CERTIFIED UNTIL THE RESULTS OF A COMPLETED CNACI HAVE BEEN RECEIVED BY COMMANDANT (CG-1112).

9. IN CASES WHERE SECCEN IDENTIFIES CREDIBLE DEROGATORY INFORMATION ACTUALLY OR POTENTIALLY AFFECTING SUITABILITY TO CARE FOR YOUNG CHILDREN AS A FCC PROVIDER, THE INDIVIDUAL SHALL NOT BE GRANTED APPROVAL TO PROVIDE CARE UNDER ANY CIRCUMSTANCES UNTIL A FINAL SUITABILITY DETERMINATION HAS BEEN PERFORMED BY THE APPROPRIATE COMMANDING OFFICER AFTER CONSULTATION WITH THEIR FRS, ISC WORK-LIFE SUPERVISOR AND/OR LEGAL ADVISOR, IF NEEDED. COMMANDANT (CG-1112) SHALL BE ADVISED OF ANY ACTION TAKEN AND WILL NOTIFY THE SECCEN OF THE ACTION TAKEN.

10. THE POLICY OUTLINED IN THIS ALCOAST SUPERSEDES ALL OTHER POLICIES. THE POLICY CONTAINED HEREIN WILL BE INCORPORATED IN THE NEXT REVISION OF REFERENCE B.

11. QUESTIONS REGARDING THIS POLICY CHANGE MAY BE DIRECTED TO MS. YVETTE WRIGHT, COMMANDANT (CG-1112) AT 202-475-5159 OR YVETTE.D.WRIGHT(AT)USCG.MIL.

12. INTERNET RELEASE AUTHORIZED.

13. RELEASED BY RADM PAUL J. HIGGINS, DIRECTOR OF HEALTH AND SAFETY.

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